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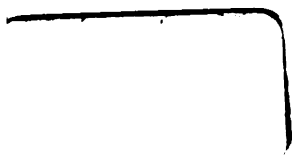
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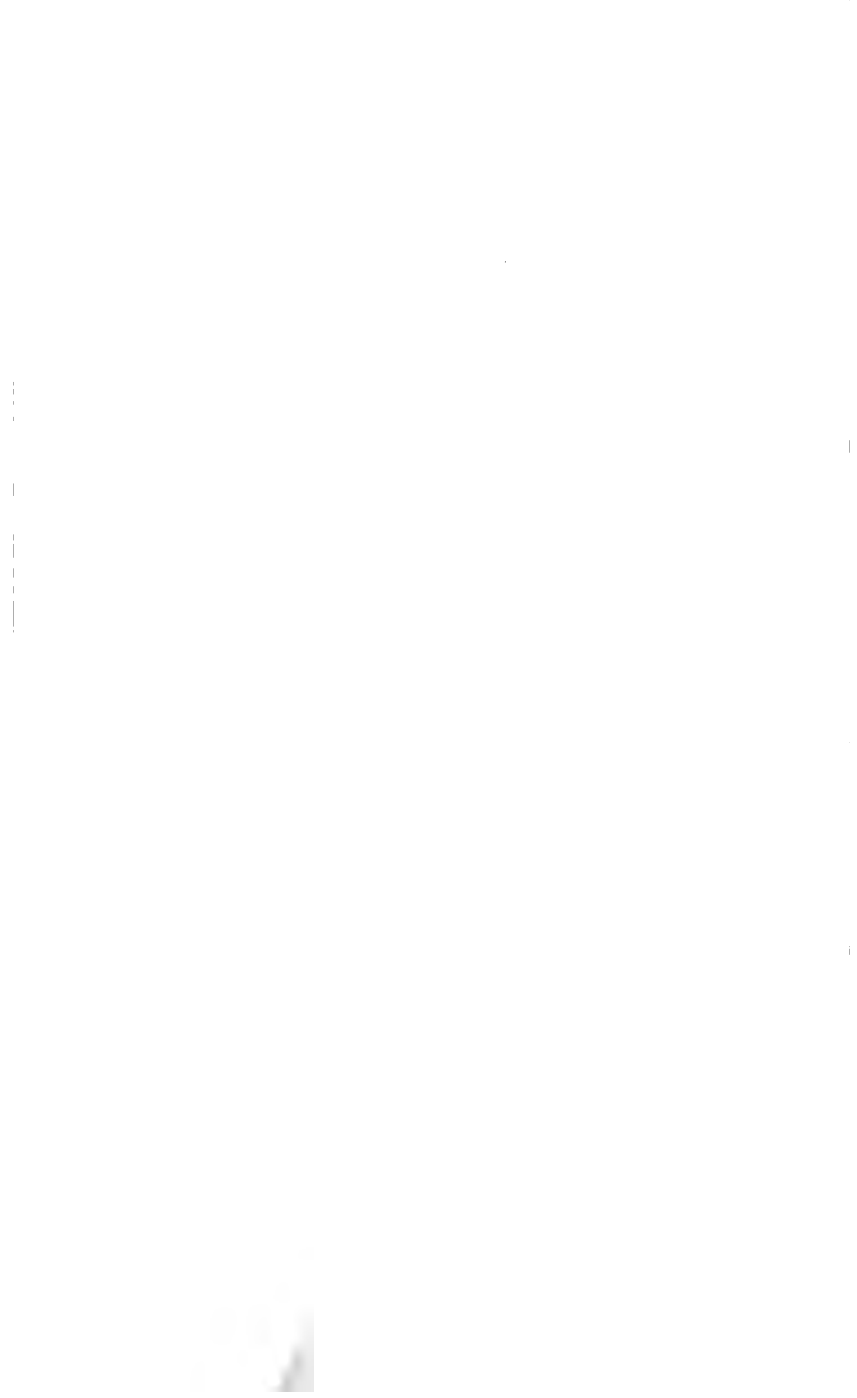
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Bent in
U. S. Adjutant-general's
Office.

INSTRUCTIONS

FOR THE

General Recruiting Service

U. S. Army

John H. ...



WASHINGTON
GOVERNMENT PRINTING OFFICE
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Mrs. Clara Linley Noble
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WAR DEPARTMENT,
THE ADJUTANT GENERAL'S OFFICE,
Washington, May 22, 1914.

To all officers of the general recruiting service:

The following compilation of existing orders and instructions affecting the general recruiting service is published for the information and guidance of recruiting officers.

GEO. ANDREWS,
The Adjutant General.

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INSTRUCTIONS FOR THE GENERAL RECRUITING SERVICE, U. S. ARMY.

ADVERTISING.

1. Cards for use in advertising for recruits will be furnished by the Depot Quartermaster, New York City, to officers in charge of general recruiting stations. The cards are 21 inches long by 11 inches wide, with illuminated figures and texts, and are to be used wherever they can be placed advantageously and permission to display them can be obtained, as in shop windows and other suitable public places. Space has been left on the cards for the addresses of the various recruiting offices. These addresses will be written or stamped on the cards by the recruiting officers.

2. Attention is invited to the following order of the Post Office Department, published on page 7 of the United States Official Guide for December, 1907:

ORDERS, } POST OFFICE DEPARTMENT,
No. 877. } *Washington, D. C., November 25, 1907.*

Postmasters are directed to aid recruiting officers of the United States Army, so far as possible, by distributing to young men who may be interested in the subject any printed matter relative to enlistment in the Army that is sent to them for that purpose from the War Department.

G. V. L. MEYER,
Postmaster General.

Recruiting officers will avail themselves wherever possible of the assistance of postmasters in the foregoing order.

3. For the sake of uniformity and conspicuousness the advertising and the storm and recruiting flag will be displayed, whenever practicable, at the same elevation and at some distance apart, preferably from separate windows on the same floor of the recruiting stations, with staffs horizontal in order that the lettering on the advertising flag may be seen plainly and may be read easily from the street.

4. Requests to advertise for recruits in newspapers will be submitted on Form 5 to The Adjutant General of the Army.

The following form of advertisement will be used and will be included in each request for authority to advertise:

ARMY OF THE UNITED STATES. MEN WANTED. Able-bodied unmarried men between the ages of 18 and 35; citizens of the United States of good character and temperate habits, who can speak, read, and write the English language. For information apply to Recruiting Officer _____.

5. The advertising booklet, "The United States Army," edition 1913, is not intended for indiscriminate distribution. It is suggested that no books be sent to anyone who has not applied for information concerning the Army; and that after having been thus sent, the matter be followed up by personal correspondence with the recipient. A copy of the book should be placed in reading rooms and other places where intelligent citizens gather and where it is likely that the book will receive proper care and not be destroyed.

For use of billposting and posters, see "POSTERS."

For reports on results of advertising, see "REPORTS."

APPLICANTS ACCEPTED, BUT FAILING TO ENLIST.

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6. Applicants who, after having been accepted for enlistment or placed on probation and furnished meals and lodgings, subsequently leave a recruiting station or decline to be forwarded to a recruit depot without giving adequate excuse for their action, will not be enlisted in the Army or accepted for enlistment without special authority from The Adjutant General of the Army. The names of the applicants will be reported to The Adjutant General, with the facts of declination or failure to return to the recruiting station, and, in case of a former soldier, the organization in which he last served, with date of discharge. In case the discharge certificates of such of them as were former soldiers have been left at the recruiting station, the certificates will be forwarded to The Adjutant General.

7. Applicants for enlistment who decline to enlist at a recruit depot or recruit depot post, after having been accepted at a recruiting station and forwarded to the depot or post for enlistment, will not thereafter be enlisted in the Army without special authority from The Adjutant General of the Army. The commanding officers of the recruit depots and recruit depot posts will inform such applicants accordingly at the time of their declination, and will note carefully the reason or reasons, if any, given by the declining applicants.

8. Commanding officers of recruit depots and recruit depot posts will report at the end of each month to The Adjutant General of the Army all applicants forwarded from a recruiting station who fail to report or, having reported, decline to enlist. These reports will contain the following information:

- (a) Those who failed to report at the depot.
- (b) Those who reported at the depot but left before their medical examination.
- (c) Those examined and passed but who left before enlistment.
- (d) Those examined and held for reexamination but who left before such reexamination.

This information will be embodied in one report, and will show, under proper headings, in the case of each applicant referred to, his name, when, where, and by whom accepted, the date upon which he was forwarded to the depot, and the date of departure from the depot, together with any other pertinent information.

9. In the case of each former soldier included under any of the headings indicated herein, the organization in which he last served and the date of discharge therefrom will be given, with a succinct statement of the reasons given by the applicant for declining. When, during a month, there are no names to be reported under any of the headings indicated, a report to that effect should be forwarded at the close of the month.

10. Return transportation will be refused to applicants accepted at recruiting stations and forwarded to recruit depots or recruit depot posts for enlistment who after arrival decline to enlist.

ASSIGNMENTS OF ENLISTED MEN.

11. Officers and enlisted men of the general recruiting service, whether at recruit depots or recruiting stations, will not endeavor, by solicitation, advice, or suggestion, to obtain recruits for particular organizations, except by authority previously obtained from The Adjutant General of the Army.

12. Officers and enlisted men of the general recruiting service will not advise applicants for enlistment that they can secure special assignments by making applications therefor at recruit depots or recruit depot posts, but will inform such applicants as may announce their intent to make their enlistment conditional upon special assignment that their applications for such

assignment must be made and acted upon before they are sent to recruit depots or recruit depot posts.

13. Recruiting officers will notify former soldiers applying for reenlistment that they will not be retained at recruit depots for instruction with recruits, but will only be held there for a sufficient length of time to be examined physically, and if accepted, to be forwarded to organizations.

14. No recruit will be retained at a recruit depot or recruit depot post for a longer period than 35 days, except those undergoing instruction as musicians and company clerks, sick in hospital, or under disciplinary restraint.

15. Recruits will be sent to their organizations so as to arrive thereat as nearly as possible on the first day of the month, arrival on the last day of the month to be avoided if practicable.

16. As far as practicable, recruits at recruit depot posts will be assigned to garrisons thereat; recruits enlisted at recruit depots specifically for service with garrisons serving thereat will be assigned thereto; recruits holding warrants as non-commissioned officers in their last enlistment, who enlist for a specific organization, will be assigned thereto if the travel involved be not greater than 1,000 miles.

17. As enlistments with special assignments to organizations are no longer authorized, except for those applicants last discharged as noncommissioned officers, and where the travel involved in getting them to the desired organization does not exceed 1,000 miles in any case, application by telegraph or mail for special assignment to the line will not be made to this office in any other cases.

18. When recruiting officers desire to enlist desirable applicants for their own parties, telegraphic authority for such action may be requested.

19. No recruit without prior service will be assigned to a permanent party at a depot unless special authority for the assignment has been obtained beforehand from this office. An application for such assignment will state fully the special qualifications of the recruit and the necessity for assigning him to the permanent party.

BOARD OF OFFICERS.

20. The question of the acceptance or rejection at a recruit depot of an applicant for enlistment rests wholly with the depot recruiting officer, who alone is responsible for such acceptance

or rejection. The duty of a board of officers convened under the provisions of paragraph 867, Army Regulations, is to determine whether or not the recruiting officer at a general recruiting station was at fault in accepting an applicant for enlistment who was subsequently rejected by the recruiting officer at a recruit depot or recruit depot post.

CIVILIAN CLOTHING OF ACCEPTED RECRUITS.

21. The civilian clothing of accepted recruits will be disinfected at recruit depots and recruit depot posts. The disinfecting will be done under the supervision of the surgeon after the recruit has been accepted and clothing issued to him.

CLOTHING AND EQUIPAGE.

22. Whenever recruits are ordered to over-sea stations, except Alaska, each recruit upon departing from the point of embarkation shall have one suit of blue denim (coat and trousers) and two suits of O. D. cotton uniform in his canvas bag for use aboard the transport.

23. Each recruit destined for service in the Philippines shall be supplied, before leaving the depot, with two pairs of summer drawers, two cotton undershirts, and two pairs of cotton stockings, or such of those articles as are not already in his possession, to be taken with him for use on the transport or after arrival in the islands.

24. All recruits en route from recruit depots to join the organizations to which they have been assigned, whether such organizations are stationed in the United States or elsewhere, will be permitted to wear service caps. Owing to liability of loss or damage to service hats while being carried by recruits, the issue of such hats will, in future, be made to them after they shall have joined the organizations to which they have been assigned.

CORRESPONDENCE.

25. Commanding officers of recruit depots and recruit depot posts and officers in charge of general recruiting stations will conduct, directly with one another, such correspondence as may be necessary for correcting errors or furnishing information concerning individual applicants for enlistment or the papers pertaining to them.

26. Officers or enlisted men on general recruiting service will not enter into correspondence with other officers or enlisted men of the Army on any matters relating to the recruiting service except as specifically authorized by Army Regulations or by instructions emanating from the War Department. With the foregoing exceptions, no communications received by officers or enlisted men of the general recruiting service from other officers or enlisted men of the Army with reference to recruiting for particular organizations or to any other subject pertaining to the recruiting service will be answered by the persons receiving the communications, but all such communications will be forwarded to The Adjutant General of the Army for such action as may be necessary.

27. When an enlisted man reports at a general recruiting station from furlough or as absent without leave for transportation to his proper station, the recruiting officer will report directly to the soldier's company commander the cost of any telegrams sent by the recruiting officer for instructions as to his disposition and of the telegraphic replies thereto, and the cost, if any, to the Government of lodgings furnished at the recruiting station to the soldier.

For correspondence concerning enlistments for Ordnance Department, see "ENLISTMENTS, ORDNANCE DEPARTMENT."

See "TELEGRAMS."

DEPARTMENT COMMANDERS, JURISDICTION OF.

28. The jurisdiction of department commanders in respect to court-martial cases arising at recruit depots ceases when those commanders, having approved or mitigated the sentences, and having designated the places of confinement when confinement is to be imposed, have taken final action on the records of trial. Thereafter the prisoners are not subject to the orders of department commanders, and all matters concerning them, including applications for clemency, that require the action of authority superior to the commanders of recruit depots must be submitted to The Adjutant General of the Army for the action of the Secretary of War.

DISCHARGE OF ENLISTED MEN.

29. A function of recruit depots being to eliminate recruits at depot who are found to be disqualified for service for any cause, it is as important that recruits of bad character be dis-

charged at the depot as it is that recruits disqualified for other causes should be discharged there, and if a recruit at depot who has been found to be disqualified in character is not discharged under sentence of court-martial he should be discharged by other means. With this object, therefore, sections 2 (b) and 2 (c), paragraph 150, Army Regulations, should be more freely applied in the cases of recruits at depot than in the cases of other enlisted men of the Army.

30. In recommending the discharge of a recruit under one of the subsections cited, there will be stated the number of trials by courts-martial the recruit has had and the results of the trials, the nature of the offenses for which he was tried, the date of his enlistment, the period during which he has been under observation at the depot, and all other facts on which the recommendation is based.

31. These instructions are not to be construed as warranting the depot commander in recommending the discharge without honor instead of the trial by court-martial of any recruit who should be brought to trial by court-martial. These instructions do not apply to members of the permanent parties of recruit companies.

DOOR PARTIES.

32. When a recruiting party consists of two or more enlisted men, one man of soldierly bearing and properly uniformed will be posted at the main entrance of the recruiting station during at least three hours of each week day to answer inquiries and direct applicants to the recruiting office.

ENLISTMENTS.

FORMER SOLDIERS WHOSE PREVIOUS SERVICE WAS NOT HONEST AND FAITHFUL.

33. Former soldiers whose previous service was not honest and faithful and who apply to recruiting officers for permission to enlist again under the provisions of the act of Congress approved August 22, 1912, will be informed by the recruiting officer that the application must be made by the applicant directly to The Adjutant General of the Army.

34. Recruiting officers will not forward such applications, nor will subsistence nor lodging be furnished the applicants pending consideration of the applications.

ENGINEERS.

35. Men for the Engineers should be of good intelligence and should either come from the rural districts or have the knowledge of the use of simple tools usually possessed by farmers, lumbermen, and other men employed in out-of-door occupations. It is always desirable to enlist for Engineers men from any locality who have a knowledge of carpentry, blacksmithing, plumbing or pipe fitting, masonry or bricklaying, rigging, engine running, handling boats, bridge construction, surveying, drafting, photography, or lithography.

36. Recruiting officers will not submit the cases of qualified applicants for Engineers to The Adjutant General of the Army for special authority for their acceptance.

ORDNANCE DEPARTMENT.

37. Men for the Ordnance Department should have served at least one enlistment, have character better than good, and be unmarried.

38. Recruiting officers will not submit the cases of qualified applicants for the Ordnance Department to The Adjutant General of the Army for special authority for their acceptance. In every case where the limit of distance (1,000 miles) does not render it inadvisable, the recruiting officer will communicate directly with the commanding officer of the arsenal for which the applicant desires enlistment, and should the applicant be found qualified and be desired to fill a vacancy he will be accepted and sent directly to the arsenal for enlistment. Should the applicant express no preference for a particular Ordnance detachment, the recruiting officer will similarly correspond with the commanding officer of the nearest arsenal or arsenals and take similar action in case a vacancy is discovered. In the event that the distances from the recruiting station to the arsenal for which the applicant expresses a preference be over 1,000 miles, the man will be advised to present himself for the acceptance or enlistment at a recruiting station or military post within the specified distance of the arsenal.

QUARTERMASTER CORPS.

39. All enlistments for the Quartermaster Corps will be made in the grade of private unless expressly authorized for a higher grade by the Quartermaster General, or in the cases of master electricians and sergeants (first class), by the Secretary of War.

Master electricians, sergeants (first class), sergeants, corporals, cooks, and privates (first class) may be reenlisted in their respective grades and their warrants or appointments continued in force, provided they reenlist without passing to the reserve on the day following discharge.

40. Commanding officers of posts or stations, upon the recommendation of the quartermaster, may authorize enlistments, including the enlistment or reenlistment of married men, to fill vacancies within the allotment of enlisted men, Quartermaster Corps, made to such posts or stations.

41. Officers of the general recruiting service will submit the cases of qualified applicants for the Quartermaster Corps to The Adjutant General of the Army for special authority for their acceptance. In submitting these cases, either by mail or by telegraph, the following information regarding each applicant will be given:

Age.

Whether married or single.

Special qualifications for Quartermaster Corps.

Previous Army service, if any, including date of last discharge and character given thereon.

In cases of applicants for original enlistment whether white or colored.

42. Recruiting officers on duty at San Francisco, Cal., Chicago, Ill., and New York City, N. Y., will ascertain from department headquarters, before forwarding requests for enlistment of applicants for the Quartermaster Corps, whether applicants are desired to fill vacancies at posts in those departments. If desired to fill vacancies, this information will be furnished in the applications, together with name of the post at which desired.

SIGNAL CORPS.

43. Recruiting officers will submit the cases of qualified applicants for the Signal Corps to The Adjutant General of the Army for special authority for their acceptance.

BANDS.

44. Applicants for bands will not be accepted by general recruiting officers without first obtaining authority in each case from The Adjutant General of the Army.

45. Every applicant accepted at a general recruiting station as a band musician and forwarded to a recruit depot or recruit

depot post for final examination and enlistment will be examined in music before enlistment by the chief musician or, in the absence of the chief musician, by another qualified musician of the band at the depot or post. If it appears from the examination that the applicant has not sufficient ability or aptitude to serve in a band his application for enlistment as a band musician will be denied. Applicants will not be held at recruit depots or recruit depot posts longer than six days for the purpose of the examination prescribed herein. If there is no band at the recruit depot post to which a recruiting officer sends applicants for final examination and enlistment, the recruiting officer will send accepted applicants of the class referred to herein to the nearest recruit depot or recruit depot post at which there is a band, for final examination and enlistment.

MINORS.

(See "FRAUDULENT ENLISTMENT.")

FLAGS—RECRUITING.

46. The blue recruiting flag will be displayed continuously day and night from the staff.

(See "ADVERTISING.")

FRAUDULENT ENLISTMENT.

47. Attention is specially directed to the following provisions of "An act to amend the Articles of War, and for other purposes," approved July 27, 1892:

SEC. 3. That fraudulent enlistment, and the receipt of any pay or allowance thereunder, is hereby declared a military offense and made punishable by court-martial, under the Sixty-second Article of War.

* * * * *

SEC. 6. That this act shall take effect sixty days after its passage. It is specially enjoined that the foregoing provisions of law be fully explained to every applicant presenting himself for enlistment, with the information that any person procuring his enlistment on or after the 25th day of September, 1892, by false representations or other fraudulent means, will render himself liable to trial and punishment by court-martial.

48. The concealment by an applicant for enlistment of the fact of a previous application to enlist, which fact if disclosed would have caused his rejection, will, in the event of his enlistment, constitute an act of fraudulent enlistment.

49. With a view to the detection of fraud and to assist the enlisting officer in cases where applicants after arrival at depot feign inability to read and write, a specimen of handwriting in the case of every applicant accepted for original enlistment will accompany the other papers in the case forwarded to the depot.

50. The acceptance for enlistment is not authorized of boys who are manifestly immature and unsuitable, whether or not they claim to be 21 years of age, or whether or not they have the consent of their parents or guardians in cases where they are between 18 and 21 years of age. Members of recruiting parties are admonished not to solicit or interview any youths who are manifestly immature and under age, and especial care will be taken by recruiting officers to satisfy themselves that persons alleging themselves to be the parents or guardians of such applicants as are under age but suitable for acceptance are what they claim to be and that they are not frauds or professionals who, through intended kindness or for a small consideration, pose as such. If the parents or guardian live at some distance from the recruiting station, the blank for consent will be mailed to the address given by the applicant and will not be intrusted to him. Where there is any doubt as to the genuineness of the signature of the parent or guardian, the applicant will be rejected. Recruiting officers will explain paragraphs 849 and 850, Army Regulations, to the members of their recruiting parties and exact compliance therewith.

FURLOUGHS FOR ENLISTED MEN.

51. Officers in charge of general recruiting stations may grant permission to members of their recruiting parties to be absent from their stations and duties for short periods when the interests of the service will permit, but such authorized absence of longer duration than 48 hours must be by furlough in the usual form, for which special authority shall have been previously obtained from The Adjutant General of the Army.

IDENTIFICATION RECORD.

52. See General Orders No. 68, War Department, April 7, 1906. Also Circular 44, War Department, August 6, 1906.

INFECTIOUS DISEASES.

53. When recruits who have been recently exposed to any infectious disease are sent from a recruit depot post, either in detachments or individually, the commanding officer of the

recruit depot post will notify the commanding officer of the post to which the recruits are sent of the fact of such exposure, with a view to any necessary action by him and the surgeon at the post.

INSTRUCTION OF RECRUITS.

54. The details of practical and theoretical instruction of recruits at depots will be prescribed by the respective depot commanders so as to carry into effect the general instructions contained under this subhead.

55. Recruits of no previous service, including those having special assignments for line organizations other than bands, will be instructed separately from former soldiers, and for the full period specified, unless otherwise directed by special instructions from this office.

56. The courses of instruction prescribed herein apply only to recruits having no previous service; former soldiers will be instructed only to the extent necessary to enable them to perform properly their duties while at the depot.

57. Former soldiers having special assignments, and recruits of no previous service having special assignments for bands, or for staff corps, will be sent to their proper stations with the least practicable delay after their enlistment at depot.

58. The regular course at each depot will cover 25 days of instruction. In order that recruits shall not be detained at depot for instruction any longer than necessary, instruction will be given every day except Sundays and legal holidays, and the depot commander will arrange the other duties of recruits so as to interfere as little as possible with the prescribed instruction. Allowing for 5 Sundays and 5 days for other duties, the course of instruction of any recruit should not, unless interrupted by his sickness, confinement, or absence from depot, or by legal holidays, require the recruit to be held at depot longer than five calendar weeks.

59. Instruction periods will be of 30 minutes' duration. The number of instruction periods daily will be fixed by the depot commander so as to cover the prescribed course in 25 days of instruction.

60. The course of instruction will be carried on both in the forenoon and in the afternoon so far as necessary to cover the subjects of instruction within the allotted 25 working days, but occupation, principally recreative, will be prescribed for about 2 hours on alternate afternoons.

61. Recruits held at depot by the War Department after they have completed the prescribed course will be kept under the prescribed instruction, or advanced instruction will be given them, as may be determined by the depot commander.

62. The regular practical course will include instruction in the following:

Care of the person, clothing, arms, and equipment.

Infantry Drill Regulations: (a) The School of the Soldier; (b) the School of the Squad, except paragraphs 123 to 127, and 152 to 158; (c) such movements in close order in the School of the Company, including the firings, and excluding movements by platoons, as may profitably be taught to a recruit squad or a few recruit squads united for the purpose; and, when practicable, (d) pitching tents.

Manual of the Bayonet, United States Army, 1913.

Manual of Physical Drill (Butts), rifle drill, first and second sets. (Optional, depending on time available.)

Small Arms Firing Regulations, 1913, paragraphs 18 to 61, inclusive.

Manual of Guard Duty, edition of 1908, paragraphs 209 to 264 and 277 to 280, as far as practicable, the recruits being posted on the drill ground as sentinels. Recruits will not be available for guard at the depot until they have completed the 25-days' instruction course. Recruits will not be permitted to guard prisoners at any time.

63. The regular theoretical course will include the following:

Cleaning and caring for rifle: pages 37-38, Description of Magazine Rifle, 1908; and pages 47 to 49, Soldier's Hand Book, edition of 1913.

Care of Equipments: Paragraph 1, Circular No. 23, War Department, 1910.

The Articles of War contained in the Soldier's Hand Book.

Saluting: Paragraphs 758 to 765, inclusive, Infantry Drill Regulations.

Care of Health: Soldier's Hand Book.

Description of Magazine Rifle, 1908, pages 6 to 24, and pages 32 to 35.

Guard Duty: Paragraphs 212 to 264, 277 to 280; paragraph 290, and paragraphs 359 to 363, Manual of Guard Duty, edition of 1908; pages 42 and 43 Soldier's Hand Book Outlines of First Aid, pages 60 to 89, Soldier's Hand Book.

64. All unassigned recruits without previous service will be assigned to squads under noncommissioned officers for the purpose of instruction and discipline, and with a view to their being kept under the constant supervision of the same noncommissioned officers during their stay at the depot.

65. A recruit having been assigned to a squad, will not be transferred to another squad except by direction of the depot commander given for cogent reasons only.

66. Each squad will be formed as rapidly as possible from recruits enlisted successively.

67. The size of squads will be fixed by the depot commander according to the number of noncommissioned officers available for duty as squad instructors and the rate of enlistment of recruits at the depot; but no squad at the outset will be composed of less than 4 nor more than 16 men.

68. Squads of the prescribed size, successively formed in the manner indicated above, will be assigned to a company.

69. When a squad is reduced in numbers or other good reasons exist for uniting it with another squad, it may be united permanently with a squad of the same or another company; but in no case, if it can be avoided, will the combined squad consist of more than 16 recruits.

70. The noncommissioned officers of each company, except the band company, will be divided into two classes—first, those for duty as recruit instructors only, and, second, those for the other garrison duties.

71. Every effort will be made by the depot commander to select for detail as squad instructors noncommissioned officers possessing the special qualifications required for that duty, viz, intelligence, good judgment, the capacity to instruct and discipline recruits, excellent character, and general soldierly efficiency.

72. Noncommissioned officers will be detailed and relieved as squad instructors only with the approval of the depot commander given in each case. While assigned to duty as squad instructors they will not be required to perform any other duty.

73. A noncommissioned officer assigned at the outset to the charge of a squad will not be relieved from duty with it, except on account of his misconduct, unfitness, or sickness, so long as the squad maintains its integrity.

74. Each squad instructor will be quartered with or near his squad, and invariably in the same barrack building, to enable

him to exercise constant supervision over the members of his squad, as contemplated by these instructions.

75. Each squad instructor will be required to make a daily record of the conduct, instruction, and aptitude of each recruit in his squad, the record to include a statement of any special occurrence or circumstance that may bear upon the present or future fitness of the recruit for service.

76. Depot commanders may cause such records to be destroyed after the recruit has been permanently assigned to an organization or sent away from the depot for assignment.

77. After recruits have completed the 25 days' course of instruction they will be regarded as available for assignment to organizations of the Army and will be reported accordingly.

78. Available recruits will be transferred from the depot in the order in which they become available. When it is necessary to transfer from the depot for assignment to organizations recruits who have not completed the prescribed course of instruction, those recruits will be selected who have been longest under instruction.

79. Colored recruits will be instructed in separate squads, if practicable, during their stay at depots.

LODGINGS.

80. In order that provision may be made for the lodging of recruiting parties while away from their stations on canvassing duty, recruiting officers will include in their monthly estimates for funds under the appropriation "Barracks and Quarters" an item for payment of lodgings for such recruiting parties, at a rate not to exceed 50 cents per day per man, for the number of men so detached for the actual number of days for which such lodgings are required.

81. Before leaving their station enlisted men in charge of the canvassing parties will be provided with the proper credentials to enable them to arrange for such lodgings, or recruiting officers will arrange for same in advance by corresponding with hotel and lodging-house keepers, taking due care that the services are secured at the lowest obtainable rate.

82. The enlisted man in charge of any such canvassing party will be instructed to obtain from hotel and lodging-house keepers an itemized bill in each case, setting forth the lodgings furnished to each member of the party. He will then enter on proper voucher form the total amount for the services rendered, making

no other entry thereon. He will present the voucher so prepared to the hotel or lodging-house keeper for his signature, and when duly signed will mail said voucher, together with the itemized bill, to the recruiting officer without delay.

83. Upon receipt of the signed voucher and itemized bill the recruiting officer will complete the voucher and make prompt payment by check in the usual manner from the allotment made to him for the purpose to the lodging-house or hotel keeper concerned.

(See "OFFICES.")

MINORS.

See "ENLISTMENTS."

See "FRAUDULENT ENLISTMENTS."

MUSTER AND PAY ROLLS.

84. Enlisted men on duty at auxiliary recruiting stations will not be mustered or paid on separate rolls, but all enlisted men on duty at a main station and the auxiliary stations pertaining thereto, except members of the Hospital Corps, will be mustered and paid on the rolls of the main station.

85. The recruiting officer will make one of his periodical visits to each auxiliary station on the last day of the muster period, or as soon thereafter as practicable, so that, in addition to transacting the usual recruiting business, the members of the party at each station may be mustered. The remarks on the rolls, in addition to those usually placed thereon, will show where each man is serving, and, if not mustered on the last day of muster period, the date of his muster will be given with a statement that the exigencies of the service prevented his muster on the proper date. When a sergeant or a corporal is utilized temporarily at an auxiliary station not provided with noncommissioned officers, the remarks on the rolls should show to what station he properly belongs and at what station he is on temporary duty.

NONCOMMISSIONED OFFICERS.

86. The names of sergeants appointed in accordance with the act of Congress of March 3, 1909, will be borne on the rolls of their companies immediately after the names of the permanent sergeants, the words "Temporary Sergeant, act of March 3, 1909," being noted opposite the name of each in the column for remarks. Such sergeants are as much a part of the permanent

parties as any other sergeants at the recruit depots. They should receive warrants as "sergeants" and not as "temporary sergeants," and should not be designated as temporary sergeants in any reports, returns, rosters, or other papers, except the muster rolls and pay rolls, and then only in the column for remarks.

87. The permanent or temporary noncommissioned officers of any recruit company at a recruit depot may be attached by the commanding officer of the depot to any other company or companies at the depot whenever necessary. Noncommissioned officers so attached will be mustered with the companies to which they belong, the fact that they are attached to other companies being set forth in the column for remarks.

OFFICE HOURS.

88. Except on Sundays and holidays, recruiting offices will be opened for business daily not later than 8 a. m. and closed not earlier than 5 p. m.

89. The Secretary of War has decided that Executive order dated June 25, 1909, published in Circular No. 42, War Department, July 6, 1909, providing "that during the months of July, August, and September of each year, until further notice, four hours, exclusive of time for luncheon, shall constitute a day's work on Saturdays for all clerks and other employees of the Federal Government, wherever employed," does not apply to Army recruiting stations.

OFFICES.

90. It is important that recruiting offices be located, if possible, on the lower floors of buildings, where the flags and recruiting signs can be so displayed as necessarily to attract the attention of persons passing on the street and where the orderly posted at the main (street) entrance of the recruiting office, as required by existing instructions, will be actually on the sidewalk, in full view of passers-by and not in the hallway leading to the office or at any other point within the building. The proper location for a recruiting office, particularly in one of the larger cities, is not, as a rule, on the principal business street where handsome offices are to be found, but in a section of the city in which men of the class from which recruits are obtained congregate.

91. Should an auxiliary recruiting station prove to be unprofitable after earnest efforts by the recruiting officer and members of the recruiting parties to secure desirable men thereat, such fact will be reported to The Adjutant General of the Army with request for authority to close the station.

92. All officers in charge of main or auxiliary stations desiring to establish or relinquish such stations, change the location of recruiting offices at an increase or decrease in rental, or in any way incur an expenditure of funds under the item of rentals, will submit such request to The Adjutant General of the Army through the proper disbursing officer (depot or chief quartermaster) for remark and recommendation with reference to available funds on hand to cover such transaction, in order that the disbursing officer may have a check on the expenditure of funds pertaining to the item of rentals and to avoid any possibility of a deficit under that item.

93. A recruiting officer in submitting a recommendation for a change in the location of one of his offices will state fully the facts regarding the office then occupied and the office it is proposed to occupy, including the cost of rental and the accommodation at each office, the relative merits of each office as to location in the city or town, the number of men in the recruiting party, the probable number of applicants to be accommodated, and all other facts pertinent to the proposed change. As soon as a change is actually effected in the location of a main or auxiliary recruiting office the recruiting officer in charge will notify The Adjutant General of the Army by letter of the fact, giving the street number or other local address of the new office.

For change in address on posters see "POSTERS."

See "DOOR PARTIES."

POSTERS.

94. *One sheet.*—These posters are lithographed in colors and are of four different designs, which are designated as Forms Nos. 401, 402, 403, and 404 A. G. O. They are furnished (1) framed and varnished, (2) mounted on muslin and provided with suitable rollers for hanging, and (3) unmounted. The framed posters are intended for use principally in indoor locations, such as railroad stations, hotels, barber shops, and other public places indoors where unframed posters are not per-

mitted or can not be advantageously placed, also to a limited extent outdoors, as on sidewalks in front of recruiting offices, with park parties, at ferry slips, or at the entrance to other public places. Where the recruiting officer desires to place a framed one-sheet poster in a Government building and the instructions governing the particular custodian concerned do not permit the use of the frame furnished by the Quartermaster Corps, the recruiting officer will request the custodian of the building to have made for the poster a suitable frame which will comply with the regulations of the building, at a cost not to exceed \$4 in any case. The bill covering this expenditure will be sent by the recruiting officer to the quartermaster who settles his accounts. The mounted posters are intended for use in offices, etc., where framed and varnished posters are not required. The folding "A" stands are used for displaying one-sheet posters by park parties, on sidewalks in front of recruiting offices, and in such other ways as may be found practicable and advantageous. The one-sheet posters are in general furnished for such use as may be practicable without expense to the Government for billposting.

Eight and twenty-four sheet.—The two 8-sheet posters are designated as Forms Nos. 494 and 495, A. G. O., and the two 24-sheet posters as Forms 496 and 497, A. G. O. The Adjutant General of the Army determines the numbers and sizes of the posters to be displayed in each city and town designated, and the period for which the posters shall be maintained in each city and town designated, provided that such period shall not be less than one month in any case. Under the terms of the contract for furnishing and displaying these posters, the location and display of every poster furnished and posted are to be subject to the approval of the recruiting officer in charge of the recruiting station or district in which the poster is located, provided that any action by the recruiting officer in any such case shall be subject on appeal to review by The Adjutant General of the Army, whose decision with regard to any question involved in such appeal shall be final. The contractors are to bear all expense of preparing and furnishing the posters, together with such address slips as may be required, of delivering them at the places at which they are to be posted, of posting them, and of maintaining them in good order by the necessary number of renewals after posting. The contractors are to be

paid monthly at the office of the depot quartermaster, New York City, N. Y., for the service in each city or town, upon a certificate from the recruiting officer in charge of each recruiting station or district in which the service is rendered, showing the length of time of the service and that the service has been actually rendered to his satisfaction. Recruiting officers will exercise supervision over the bill posting in their respective districts, both as to the numbers and kinds of posters displayed and the locations used, as contemplated by the terms of the contract. Each recruiting officer will personally inspect carefully at least twice each month every poster displayed in his district, in order to verify the number of posters of each kind displayed in each city and town, and to see that the posters are maintained in good condition by the necessary number of renewals. The inspections of posters at auxiliary stations will be made on the occasions of the authorized visits of the recruiting officer to the city or town concerned, one inspection being made as nearly as possible on the last day of each month. Every poster in each city or town will also be inspected at least once each week by the senior noncommissioned officer or other member of the recruiting party on duty in the city or town, who will report in writing to the recruiting officer immediately after each inspection the condition of the posters. Eight and twenty-four sheet posters maintained in cities and towns where there are no main or auxiliary stations and to which the recruiting officer consequently has no travel orders will be inspected four times during each calendar month at regular intervals by an enlisted member of the recruiting party in that district, and posters maintained at such locations need not be personally inspected by the recruiting officer. These inspections will be made by members of canvassing parties on their regular trips. Each recruiting officer will note on the proper trimonthly report of applicants (Form No. 262, A. G. O.) of each station at which posters are displayed the fact and date of any inspection of posters that has been made at that station during the period covered by the report. A separate certificate, in duplicate, substantially in the following form, covering the bill-posting service rendered under the contract during each calendar month, or fraction of a calendar month, in each city and town of a recruiting district, will be mailed promptly on the last day of the month by the recruiting officer in charge of the district

directly to the depot quartermaster, Army Building, New York City:

I certify that _____ 24-sheet recruiting posters and _____ 8-sheet recruiting posters were furnished, posted, and maintained in good order by _____ of _____ at _____ during the period beginning _____ and ending _____, and that the service was rendered to my satisfaction.

Recruiting Officer.

A recruiting officer will not embody in his certificate any statement regarding unsatisfactory service. The certificate must show only the number of posters of each kind that were satisfactorily displayed during the month and the period or periods during which they were satisfactorily displayed. Complaints by recruiting officers of unsatisfactory service will be made separately, as hereinafter directed. It is to be understood that when posters are torn or damaged by the weather or from other causes not under control of the billposters, and are satisfactorily renewed by the billposters within a reasonable time, the recruiting officer is to include such posters in his certificate as having been maintained in good order. Similarly the recruiting officer should make no deductions in his certificate on account of slight defacements of posters due to ordinary wear and tear, provided the defects are not sufficient to impair the advertising value of the posters and renewals are promptly made if requested by the recruiting officer. If through the fault or neglect of the contractors or local billposters the address slip for any poster is incorrect or lacking, the recruiting officer should determine whether or not the poster, notwithstanding such defect, has any advertising value; and if it has an advertising value should certify to the satisfactory posting and maintenance of that poster for such definite period, shorter than the period of actual display of the poster, as in his judgment seems proper. Recruiting officers will promptly notify the contractors for 8-sheet and 24-sheet recruiting posters when any changes are made in the addresses of stations that are cited on any such posters displayed in their districts. The Adjutant General of the Army will inform the contractors and the recruiting officers at the proper time as to the number and kinds of posters that are to be displayed in each city and town and the period during

which they are to be displayed, so that the contractors may give the necessary instructions to the local billposters and the recruiting officers may properly supervise the service. Should there be cause for complaint regarding the service during any month in a city or town, as, for example, that the specified numbers and kinds of posters were not displayed; or, if displayed, were not maintained in good condition; or that the locations selected for the posters were not satisfactory, the recruiting officer will write to the local billposter, specifying in full detail the cause or causes of complaint, and will request him to submit to the recruiting officer, in writing, such reply as he may desire to make. In every such case the recruiting officer will, as soon as practicable after the close of the month, forward to this office the original or a copy of his letter to the billposter and of the response thereto, together with a copy of his certificate to the depot quartermaster, New York City, for that month.

PREPARATION OF RECRUIT PAPERS.

95. The recruit papers are to be prepared in conformity with the instructions on the blanks at the general recruiting station and sent to the commanding officer of the recruit depot or recruit depot post to which the applicant is forwarded.

96. At the time of forwarding any accepted applicant for enlistment from a general recruiting station to a recruit depot or recruit depot post the recruiting officer will hand to the applicant in a sealed envelope addressed to the commanding officer of the depot or depot post to which the applicant is to be sent the papers hereinafter described, and will instruct the applicant to deliver the papers immediately upon his arrival at his destination to the proper officer.

(a) The travel order covering the journey of the applicant, if a travel order is issued.

(b) The descriptive and assignment card of the applicant and the physical examination form properly prepared.

(c) A copy of any special authority that may have been granted for the assignment of the applicant to an organization of the line or to a staff corps.

(d) A copy of any special authority that may have been granted to waive defects in the case of the applicant and of so much of the request therefor as may be necessary to show clearly what defects are waived.

(e) In the case of a minor the enlistment paper with the part showing the consent of the parent or guardian filled out, the remainder of the paper being left blank.

(f) In the case of every applicant accepted for original enlistment a specimen of the handwriting of the applicant will accompany the papers in the case forwarded to the depot.

97. Except in the case of a minor no part of the enlistment paper will be filled out at a general recruiting station.

98. An applicant accepted at a general recruiting station who presents himself at a recruit depot or recruit depot post without the necessary papers will be regarded as applying originally at the recruit depot or recruit depot post and his papers will be prepared accordingly.

99. Report of physical examination (Form No. 135, A. G. O.) :

(a) Name: There should be no period after the applicant's Christian name. This is especially important if such simulates an abbreviation.

(b) Residence: If the residence has no street or house number, it should be so stated.

(c) Age: Date and place of birth: Persons born in the United States of alien parents who are not enjoying the privilege of extraterritoriality and who have not left the jurisdiction of the United States are after becoming of age citizens and capable of enlisting. (See "FRAUDULENT ENLISTMENT.") Service by an American in a foreign army does not renounce his United States citizenship. An alien minor 18 years or over may make declaration of intention to become a citizen of the United States without consent of his father.

(d) White or colored: The complexion of colored soldiers will be described as black, dark brown, light brown, light, or very light, as the case may be. The terms "medium" or "mulatto" will not be used in describing the complexion.

100. Married or single: In case of a divorced man with minor children the question of his eligibility for enlistment hinges upon their dependence upon him for support.

101. Previous Army, Navy, or Marine Corps service: No allowance for age is made for first enlistment in the Army, in the case of men with previous service in the United States Navy or Marine Corps. Men having had previous service in the United States Navy or Marine Corps must present at the time of application authoritative written evidence of such service, either discharge or verification of service. The character given

on such discharge is necessary in determining the applicant's eligibility for enlistment. When a former soldier applies at a recruiting station with a view to enlistment or reenlistment and is unable to exhibit his certificate from his last enlistment, the recruiting officer will not accept him without first applying to The Adjutant General of the Army for a verification of the military service claimed by the applicant. Should such verification of service be obtained and the applicant be accepted at the recruiting station, the recruiting officer will enter the following notation in the space for remarks on Form No. 135, A. G. O.: "Record of prior service obtained from The Adjutant General." In every such case the recruiting officer will forward, with the other papers in the case, to the recruit depot or recruit depot post to which the applicant is sent for enlistment, a copy of his communication to The Adjutant General and the original of the answer thereto, filing a copy of the answer at the recruiting station.

102. For former soldiers whose previous service was not honest and faithful, see "ENLISTMENTS."

103. Members of Organized Militia of any State, Territory, or District of Columbia: All applicants will be questioned carefully regarding membership in the Organized Militia of any State, Territory, or the District of Columbia, and those who acknowledge themselves to be or to have been members of such organizations will be required to exhibit their discharges therefrom before being accepted. Applicants must themselves procure and exhibit evidence of their discharge from the Organized Militia and no correspondence with State or other officials for the purpose of procuring such discharge will be conducted by recruiting officers.

104. Previous rejection: If an applicant has been previously rejected he will not be forwarded to a recruit depot or recruit depot post until the recruiting officer has evidence that the disability has been removed. In a doubtful case a letter should be written to The Adjutant General of the Army for authority to accept him, giving time, place, and cause of rejection and present condition of applicant.

105. Applicants declining to enlist at depot: See "Accepted applicants failing to report at depots or having reported failing to enlist."

106. Convicted of a felony or imprisoned under sentence of a court in a reformatory, jail, or penitentiary: It is the policy

of The Adjutant General's Department to carry out strictly the provisions of paragraph 849, Army Regulations, prohibiting the enlistment or acceptance with a view to enlistment of persons "who have been imprisoned under sentence of a court in a reformatory, jail, or penitentiary," and when a question arises as to the nature of the institution in which an applicant for enlistment has been confined at some previous time, to take the necessary steps to ascertain the nature of the institution. When the applicant for enlistment admits to the recruiting officer that he has been confined in a correctional institution not a jail or penitentiary, and there is doubt on the part of the recruiting officer as to whether such institution is a reformatory within the meaning of paragraph 849, Army Regulations, the applicant will not be accepted but the case will be reported to The Adjutant General of the Army by the recruiting officer, with a statement of all the facts in his possession or obtainable by him regarding the institution concerned, showing by what authority and under what circumstances the applicant was committed thereto.

107. Health and habits: In questioning applicants as to health and habits the popular or ordinary terms should be used.

108. Vision: The following are the minimum visual requirements for recruits: For the line of the Army and for the Signal Corps: 20/40 for the right eye and 20/100 for the left eye, provided that no organic disease exists in either eye. Recruits may be accepted for the line of the Army when unable with the right eye to read correctly all the letters on the 20/40 line, provided they are able to read some of the letters on the 20/30 line.

For the Ordnance Department and for the Hospital Corps: 20/70 in each eye, correctible to 20/40 with glasses, provided no organic disease exists in either eye.

109. Teeth: Unless an applicant has at least four serviceable double (bicuspid or molar) teeth, two above and two below and so opposed as to serve the purpose of mastication, he should be rejected.

110. Defects: Where a defect in an applicant, such as insufficient weight, etc., has been waived by The Adjutant General, and the applicant, upon arrival at the depot, has been found to have some physical disability which should cause his rejection, such as tubercular tendency, etc., it will not be necessary to telegraph to The Adjutant General of the Army for authority to reject.

111. Enlistment paper, Form 22, A. G. O.: See paragraph 96 (e) and 97.

Correct name of applicant: Typewriting the correct spelling of the name of a recruit on his enlistment papers, in addition to his signature thereon, is authorized. The signature of the recruiting officer will be an attestation as to the correctness of the name of the recruit and the spelling thereof.

Descriptive and assignment card, Form 25, A. G. O.: See paragraph 96 (b).

RECRUITING SIGNS FOR STATIONS.

112. The Quartermaster Corps issues recruiting signs for use at general recruiting stations. These signs are 3 feet long by 2½ feet wide, made of sheet steel, with a blue enameled face and white enameled back and bear on the face, in white enamel letters 3 inches high, the words, "UNITED STATES ARMY RECRUITING STATION." The signs are to be placed on recruiting offices at main and auxiliary stations, and recruiting officers will take pains to have them advantageously and conspicuously placed. Care should be used in putting them up and taking them down not to chip off the enamel, and signs on hand that are not in use should be carefully stored. One sign will be supplied each main and auxiliary station.

REJECTED APPLICANTS.

113. The surgeon at a recruit depot or recruit depot post who recommends the rejection of an applicant received from a general recruiting station will furnish two copies of his certificate covering the physical defects of the applicant. One copy of the certificate will be referred by the commanding officer to the recruiting officer who accepted the applicant, for information of the recruiting officer and for his remarks, if remarks are necessary, in the particular case.

RENTALS.

See "OFFICES."

REPORTS.

114. Commanding officers of recruit depots and recruit depot posts will forward to The Adjutant General of the Army at the end of each calendar month a list of recruits, not members of permanent parties of recruit companies, who have been at the

recruit depot or recruit depot post in any capacity more than 35 days since the date of their enlistment, giving in each case the name, arm of service, date of enlistment, cause of retention, and the duty on which employed, if so employed, and from what date, citing the authority therefor. If no recruits have been retained more than 35 days this fact will be reported.

115. The commanding officers of each recruit depot will make the following report by telegraph to The Adjutant General of the Army before noon on the 5th, 10th, 15th, 20th, 25th, and the last day of each month of the recruits at the recruit depot, in the form indicated below:

"Subject to assignment: Infantry, 70; Cavalry, 50; Field, 10, including 3 mountain; Coast, 40; Engineers, 10."

"Available: Infantry, 30; Cavalry, 20; Field, 7, including 3 mountain; Engineers, 4."

"Colored: Infantry, 20; Cavalry, 10 (subject to assignment); Infantry, 7; Cavalry, 4."

"Total at depot, 450."

Under the heading "Subject to assignment" should be included all recruits actually at depot of the arms mentioned in the foregoing form who, whether they have completed the course of instruction or not, might be assigned to organizations and sent away from the depot. Therefore, men who are absent, sick, in confinement, designated for special assignment, or who are required to fill assignments already ordered by The Adjutant General, should not be included under that heading.

Under the heading "Available" should be reported only such recruits of the arms mentioned in the form as have completed the course of instruction at the depot and are actually available to be assigned and sent to organizations, including former soldiers not designated for assignment, and excluding men required to fill assignment already ordered by The Adjutant General.

Under the heading "Colored" there should be included all colored Infantry and Cavalry recruits at the depot, followed by colored Infantry and Cavalry recruits subject to assignment.

Under the heading "Total at depot," there should be included all recruits actually at depot, whether reported under the heading "Subject to assignment" or not, not excepting recruits under orders to depart or required to fill assignments ordered, or those in confinement. Recruits belonging to staff

corps are not to be included in the telegraphic reports under either of the headings, "Subject to assignment" or "Available," but will be included under the heading "Total at depot."

116. The commanding officer of each recruit depot will report by telegraph to The Adjutant General of the Army on the 10th, 20th, and last day of the month the number of enlistments at his depot during that trimonthly period. These reports will include staff enlistments and all others. The telegram will be consolidated with the telegraphic report required by paragraph 115, "Reports."

117. The commanding officer of each recruit depot post will report by telegraph to The Adjutant General of the Army on the 10th, 20th, and last day of the month, in the form indicated below, the total number of unassigned Infantry, Cavalry, Coast and Field Artillery and Engineer recruits at the recruit depot post subject to assignment; the number of vacancies existing in line organizations at the recruit depot post, and the total number of enlistments, including staff enlistments at the recruit depot post for that trimonthly period.

"Recruits: Infantry, white, 10; colored, 4; Cavalry, white, 5; colored, 1; Coast 4, Field 5, including 1 mountain; Engineers, 1. Vacancies, Coast Artillery, 4. Enlistments, 31."

118. The trimonthly reports of applicants for enlistment (Form 262, A. G. O.) will show the number of applicants who declined acceptance because of the seven-year term of enlistment. Care must be exercised, however, by all concerned to include in these reports only those applicants that are found to be fully qualified for acceptance and who, after such qualification has been determined, decline the proffered acceptance solely because of the seven-year term of enlistment.

119. There will be obtained from every applicant for enlistment, at either a main or an auxiliary station, a statement showing whether or not his application was the result, wholly or in part, of any form of advertisement, and if so, of what form, specifying whether newspaper advertisement, recruiting poster, recruiting circular, sight of recruiting flag and station, or some other form of advertisement. This information will be obtained from every applicant, whether accepted or not, and will be recorded at every station simply by tally marks under appropriate headings. Officers in charge of general recruiting stations will collect the data for their respective districts at the close

of each month, and as soon thereafter as practicable will make a consolidated report thereof to The Adjutant General of the Army on Form No. 259, A. G. O. The reports from stations at which a special form of advertising is authorized should include a specific statement of the number of applications for enlistment resulting from such advertising.

For reports on accepted applicants failing or declining to enlist, see "APPLICANTS ACCEPTED BUT FAILING TO ENLIST."

SCHOOLS—OFFICERS.

120. Officers of the general recruiting service are exempt from the requirements of General Orders, No. 226, War Department, 1909, while they are on recruiting duty at either a general recruiting station or a general recruit depot.

121. Officers on recruiting duty at the recruit depots who may be required by General Orders, No. 70, War Department, 1910, to pursue the course in the garrison schools for officers, are excused from recitations in the subjects of the course, but will be required to take the examinations in the subjects of the course at the time the examinations shall be held at military posts in the departments in which the recruit depots are located.

122. The examination questions in the several subjects of the course in which officers on duty at recruit depots are required to be examined will be forwarded by department commanders at the proper time to commanding officers of recruit depots located in their respective departments.

SUBSISTENCE OF RECRUITS AND RECRUITING PARTIES.

123. For the purpose of ascertaining whether the meals furnished to recruits and recruiting parties are suitable and in accordance with the terms of the agreements or contracts under which they are furnished, officers of the general recruiting service will make periodical inspections of the meals furnished at all main and auxiliary recruiting stations under their charge. No more than one meal need be inspected at any station in any one day, but inspections will be so timed that different meals will be inspected in succession at each station. At each main station one or more meals will be inspected each week, and at each auxiliary station one or more meals will be

inspected during each visit of the recruiting officer at the station but no journey to any station will be made for the sole purpose of inspecting meals. The fact that such inspection has been made, the date of the inspection at each station, and the meal or meals inspected on that date will be noted in the column of remarks on the station trimonthly report of the general recruiting service.

124. A record will be kept at each general recruiting station of meals furnished to members of the recruiting party and applicants for enlistment. Meal tickets will be used hereafter at every general recruiting station and as a rule no meals will be furnished to members of a recruiting party, applicants for enlistment, or men casually at a recruiting station, except in exchange for meal tickets. In making contracts for meals, recruiting officers will require the contractors for meals to furnish the necessary number of tickets for the purpose indicated. The tickets will be numbered and record will be kept of the name of each person to whom a ticket is issued and the number of the ticket issued to him. Each day the tickets honored by the contractor for meals during the preceding day will be obtained by the officer or enlisted man in charge of the recruiting station and compared by him with the record of tickets issued and the morning report of the station. Recruiting officers will require daily reports to be made to them of meals furnished at their auxiliary stations, and, during each visit to an auxiliary station, will verify the record of meals kept there.

125. Members of a recruiting party and applicants for enlistment at a general recruiting station are forbidden to receive a rebate for meals not taken by them from the contractor. Where a member of a recruiting party or an applicant fails to take the meal called for by a meal ticket that has been issued to him by the recruiting officer, he will return the ticket to the recruiting officer. (See G. O. 68, W. D., May 6, 1905.)

SUSPENDED RECRUITING.

126. Whenever recruiting is suspended, officers in charge of general recruiting stations will note the names and addresses of applicants for original enlistment who apply, during the suspension, at their main or auxiliary stations and who appear to be qualified for the military service, and when active recruiting is resumed will notify such applicants of the fact.

SYPHILIS.

127. Soldiers with syphilis in the recruiting service will be kept on duty where it is practicable for a medical officer to observe and treat them, and hereafter no details of men known to be infected with this disease will be made except where this is possible.

TELEGRAMS.

128. The interests of the Government and not the convenience of individuals will govern in determining whether an official communication should be sent by mail or telegraph. Recruiting officers will instruct their subordinates that official communications must be sent by mail in all cases except when mail communications would entail a delay that would be manifestly prejudicial to the public interests. Telegrams will not be sent when the time is ample for instructions to be sent by letter, and night rates be employed in all except the most urgent cases.

129. Telegrams for special assignments made on behalf of applicants for reenlistment will be limited to a single telegram in each case. If the application is disapproved by The Adjutant General, the applicant will be permitted to enlist for general assignment. In no case will other telegrams asking for special assignment be made on his behalf.

130. To effect economy in the wording of telegrams, those sent from The Adjutant General's Office upon routine recruiting business will not have a statement in each one of the authority for the action called therein. That the action indicated is authorized by proper authority will be inferred conclusively in every case from the fact that an adjutant general has communicated it. The direction to "note defects" will also be omitted from telegrams, but such defects as exist and are waived must nevertheless be noted fully. Telegrams addressed to The Adjutant General by officers of the recruiting service should be as brief as is compatible with a clear statement of the subject, and where several telegrams are to be sent on from one office on the same day on similar subjects (as waivers, assignments, etc.), they should be consolidated in one telegram.

See paragraph 1184, Army Regulations.

See paragraph 1, G. O. 14, W. D., 1913.

See "CORRESPONDENCE."

